



VILLAGE OF
BURR RIDGE
A VERY SPECIAL PLACE

7660 County Line Rd. • Burr Ridge, IL 60527
(630) 654-8181 • Fax (630) 654-8269 • www.burr-ridge.gov

Mickey Straub
Mayor

Karen J. Thomas
Village Clerk

Steven S. Stricker
Administrator

Dear Petitioner:

Attached is a description of the procedures and the required forms relative to a request for a zoning variation. The Village of Burr Ridge Community Development Department has prepared these documents to allow you to proceed through the Village's public hearing process with the least amount of procedural difficulties. These documents are intended for your review but do not replace the need to consult with the Community Development staff throughout the public hearing process.

If you have any questions regarding your request or regarding the public hearing process, please contact the following Community Development staff during regular Village Hall hours;

Village of Burr Ridge
Monday through Friday
8 A.M. to 5 P.M.

Community Development Director
J. Douglas Pollock, AICP
(630) 654-8181, ext. 3000
dpollock@burr-ridge.gov

The Community Development Department staff is available to provide information and guidance throughout the process. A copy of the Village's Zoning Ordinance and more information about the Community Development Department is available on our web site at www.burr-ridge.gov. Your cooperation is greatly appreciated.

Sincerely,

J. Douglas Pollock, AICP
Community Development Director

Attachments



VILLAGE OF BURR RIDGE

PETITION FOR PUBLIC HEARING PLAN COMMISSION/ZONING BOARD OF APPEALS

ADDRESS OF PROPERTY: _____ PIN # _____

GENERAL INFORMATION

PETITIONER: _____
(All correspondence will be directed to the Petitioner)

PETITIONER'S ADDRESS: _____ PHONE: _____

EMAIL: _____

FAX: _____

PROPERTY OWNER: _____ STATUS OF PETITIONER: _____

OWNER'S ADDRESS: _____ PHONE: _____

PROPERTY INFORMATION

SITE AREA: _____ EXISTING ZONING: _____

EXISTING USE/IMPROVEMENTS: _____

SUBDIVISION: _____

A CURRENT PLAT OF SURVEY WITH LEGAL DESCRIPTION MUST BE ATTACHED

DESCRIPTION OF REQUEST

PLEASE INDICATE THE TYPE OF PUBLIC HEARING REQUESTED AND PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED SPECIAL USE, REZONING, TEXT AMENDMENT, OR VARIATION(S) INCLUDING A REFERENCE TO THE APPROPRIATE ORDINANCE SECTION(S) AND REGULATION(S):

_____ Special Use _____ Rezoning _____ Text Amendment _____ Variation(s)

Please Provide Written Description of Request - Attach Extra Pages If Necessary

The above information and the attached Plat of Survey are true and accurate to the best of my knowledge. I understand the information contained in this petition will be used in preparation of a legal notice for public hearing. I acknowledge that I will be held responsible for any costs made necessary by an error in this petition.

Petitioner's Signature

Date Petition is Filed



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

**Checklist for a Zoning Variation for a Single-
Family Residential Property**

All petitions must be accompanied by the documents listed below unless otherwise indicated by the Village Staff. Petitions that do not provide all of the required documents will be considered incomplete and will not be scheduled for a public hearing.

- ___ Completed Petition for Public Hearing; typewritten or printed
- ___ Public Hearing and Sign Fee of **\$250**
- ___ Mailing labels with the names and addresses of owners and Permanent Index Numbers of all properties within 750 feet of the subject property with affidavit verifying accuracy
- ___ Proof of Ownership; and authorization to represent owner if the petitioner is not the property owner
- ___ 25 sets of plans not to exceed 11" x 17" and including:
 - ___ Plat of Survey; showing all existing buildings, structures, easements, etc. and with a legal description of the property
 - ___ Site Plan; drawn to scale and showing all existing and ***proposed*** site improvements
 - ___ Elevations; scale drawings, renderings, or similar elevation depiction of proposed buildings and structures as may be determined appropriate
 - ___ Landscape Plan; if landscape screening or other landscaping is a part of the requested variation
- ___ Findings of Fact; Petitioners written response to each of the findings
- ___ Public Notice Sign Consent Form; authorization from the property owner to install public notice sign on the property
- ___ Additional documents and information as determined appropriate by the Community Development Department

ALL REQUIRED PLANS AND EXHIBITS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE PUBLIC HEARING. SUBMITTAL OF REVISED PLANS OR DOCUMENTS AT THE PUBLIC HEARING MAY RESULT IN A CONTINUANCE TO A LATER DATE. PLEASE COORDINATE WITH VILLAGE STAFF RELATIVE TO ANY CHANGES TO THE PLANS.



VILLAGE OF BURR RIDGE PLAN COMMISSION AND ZONING BOARD OF APPEALS

Outline of Public Hearing Process

- | | |
|--|--|
| 1. Pre-Application Review | Prior to submittal of Petition for Public Hearing, petitioner must review request with Village staff. |
| 2. Submittal of Petition for Public Hearing | At least 21 days prior to the scheduled hearing (Monday at 5 pm) . |
| 3. Public Hearing Notices | Required by law at least 15 days prior to the public hearing. Provided by Village staff. |
| 4. Staff Summary and Report | Friday before the public hearing (emailed or faxed to petitioner). |
| 5. Plan Commission Public Hearing and Recommendation | The 1 st or 3 rd Monday at the Village Hall, 7:30 pm. |
| 6. Recommendation Letter to the Board of Trustees | Friday before the Village Board meeting; prepared by staff. |
| 7. Board of Trustees Meeting and Consideration | 2 nd or 4 th Monday; one week after Plan Commission hearing; Village Hall at 7 pm. |
| 8. Board of Trustees Final Action (Adoption of Ordinance). | 2 nd or 4 th Monday; two weeks after first Board meeting; Village Hall at 7 pm. |

The Plan Commission/Zoning Board of Appeals and the Board of Trustees reserve the authority to continue a public hearing or the consideration of a petition to a subsequent meeting for submittal of additional information or for further discussion. A continuation will delay the public hearing process but will not alter the steps outlined above.

MINIMUM PROCESSING TIME: 7 WEEKS (49 DAYS)



Findings of Fact

Variation from the Village of Burr Ridge Zoning Ordinance

Section XIII.H.3 of the Village of Burr Ridge Zoning Ordinance requires that the Plan Commission/Zoning Board of Appeals determine compliance with the following findings. In order for a variation to be approved, the petitioner must respond to and confirm each and every one of the following findings by indicating the facts supporting such findings.

- a. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out

- b. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the zoning district in which it is located.

- c. The conditions upon which an application for a variation is based are unique to the property for which the variance is sought, and are not applicable, generally, to other property within the same zoning classification.

- d. The purpose of the variation is not based primarily upon a desire to increase financial gain.

- e. The alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons presently having an interest in the property.
- f. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- g. The granting of the variation will not alter the essential character of the neighborhood or locality.
- h. The proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of the public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.
- i. The proposed variation is consistent with the official Comprehensive Plan of the Village of Burr Ridge and other development codes of the Village.

(Please transcribe or attach additional pages as necessary.)



**VILLAGE OF BURR RIDGE
PLAN COMMISSION AND
ZONING BOARD OF APPEALS**

Consent to Install Public Notice Sign

The owner of the property referenced below, or an authorized representative of the owner, which is the subject of a public hearing before the Village of Burr Ridge Plan Commission or Zoning Board of Appeals, hereby consents to allow the Village of Burr Ridge to install a public notice sign on the aforesaid property. The public notice sign will be erected 15 to 30 days prior to the public hearing and will remain on the property until it is removed by the Village of Burr Ridge subsequent to a final dispensation of petition request.

Street Address of Subject Property:

Property Owner or Petitioner:

(Print Name)

(Signature)
